

Phoenix Program
Process Definition – General Ledger

Process	<i>Copy a journal using menu navigation</i>
Process Number	<i>GL – 013</i>

Description of Process

Copy a journal using menu navigation. This feature is useful when you need to enter a journal with a large number of lines that is similar or identical to a journal that has been previously created. Once copied, the journal header and lines can be modified. This is the *only* way to copy a posted journal, but can also be applied to journals that have not been posted.

Input to Process

Existing journal that has already been entered into PeopleSoft.

Output of Process

Copy of original journal entry that can be modified, as necessary. Journal is now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Copy Journal

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Select the appropriate Run Control</u> Select the run control used to copy journals and click OK.	Agency
<u>Step 2: Complete information on Copy Journals Panel</u> Enter the Business Unit, Journal ID, and Journal Date for the journal from which you are copying. Enter the New Journal ID, Journal Date and Currency Effective Date for the new journal.	Agency
<u>Step 3: Run the process</u> Click the Run icon (traffic light) to initiate the process.	Agency
<u>Step 4: Configure the Process Scheduler</u> Set the Run Location to Client and the Output destination to File/Printer. Click OK to run the process.	Agency
<u>Step 5: Verify that the journal has been copied</u> Open the journal using the Journal Entry – Base Currency panel group. The journal is now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.	Agency

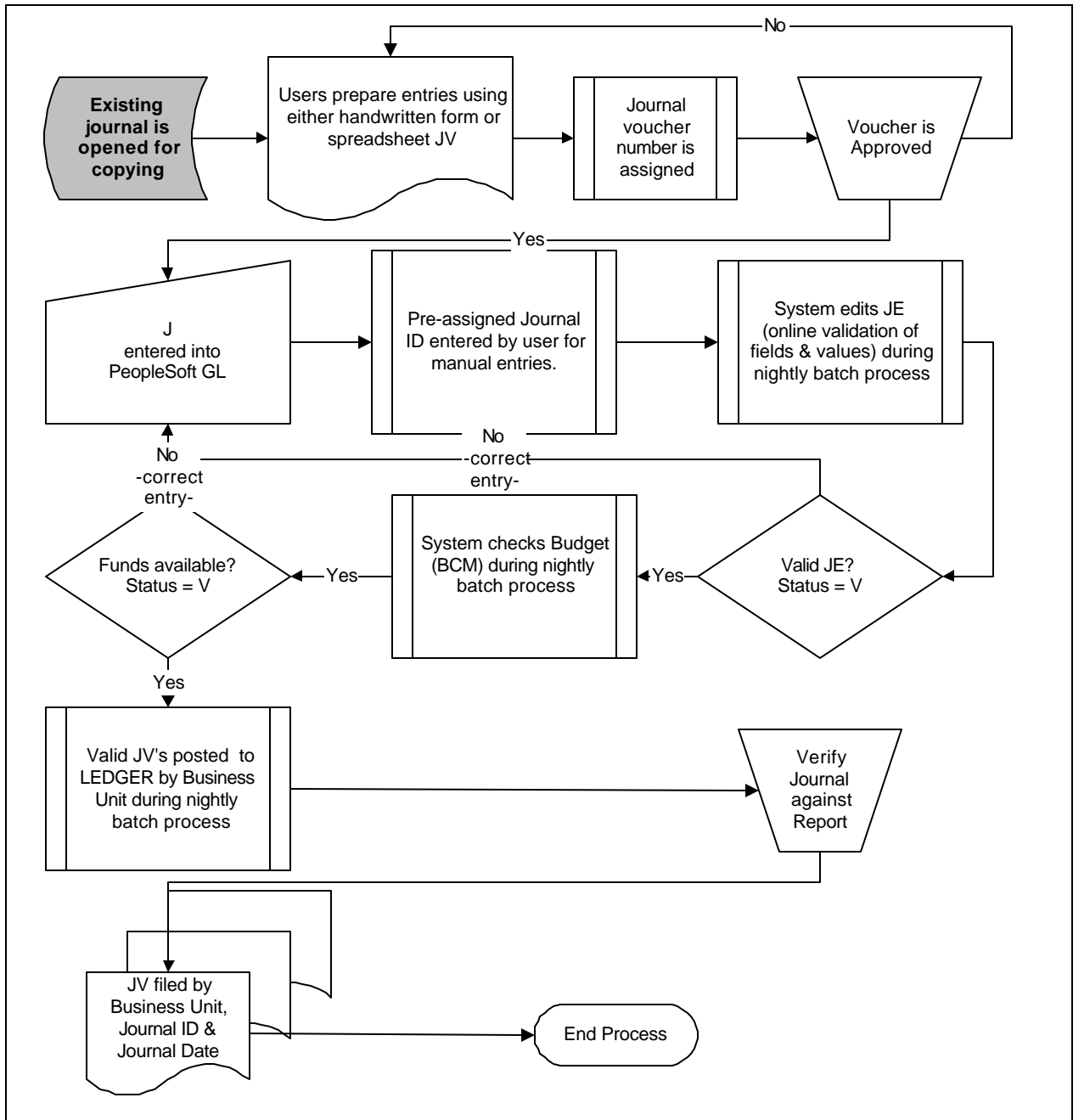
Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested